



Logon to Virtual Gateway

In order to use the CBHI application, you must logon to Virtual Gateway (go to www.mass.gov/vg and click the link "Logon to Virtual Gateway") and select the Children's Behavioral Health Initiative business service.

Note: See [Logon Assistance Job Aid](#) for more information on accessing the Virtual Gateway.

Activating Your Certified Assessor Certification

A Certified Assessor (CA) is a healthcare professional who is trained and certified to perform CANS behavioral health assessments for MassHealth clients. The CA is required to have an active certification prior to accessing the main assessment menu and then may Add New, Edit, and View records.

The first time you log into the Children's Behavioral Health Initiative (CBHI) application, you are required to activate your Certified Assessor Certification.

1. Type [**Last Name***]; click the [**OK**] button.

(* Indicates required field)

Your Certification Key is provided to you upon successful completion of your certification training. You only need to enter this upon your first login (or expiration).

2. Type [**Certification Key***]; click the [**OK**] button.

(* Indicates required field)

Note:

These steps must be completed by the Certified Assessor prior to any CANS assessments being entered in the CBHI application by either the Certified Assessor or a Data Entry Operator.

Successful sign on will present the Main Assessment Menu with tabs based upon your role in the CBHI application (e.g., Certified Assessor, Data Entry Operator, etc...).

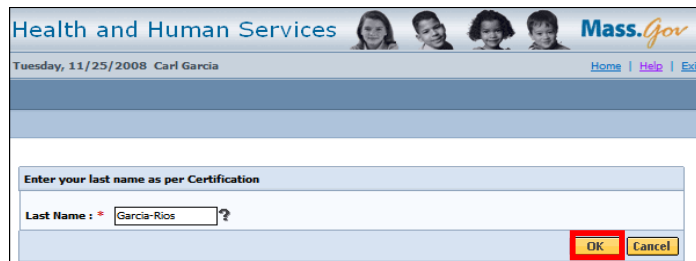


Update/Complete a CANS/SED Determination for a Client


The CA must review the SED Determination details for accuracy, update (if necessary) and select the **[Save]** and **[Complete]** buttons to update the record to a status of "Documented on Paper". Once a CA clicks the **[Complete]** button on a record, it is locked from editing. The SED Determination details are available for viewing under the **[View CANS]** tab.

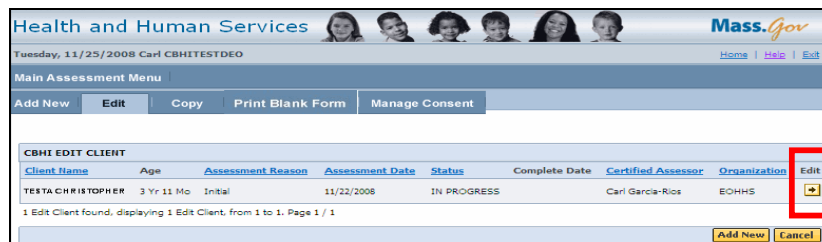
Note: A Certified Assessor has the ability to Add a New record for a client. Refer to the CBHI Data Entry Operator Job Aid for more information on adding a new record.

1. Type **[Last Name*]** (Certified Assessor's Last Name); click **[OK]** button.

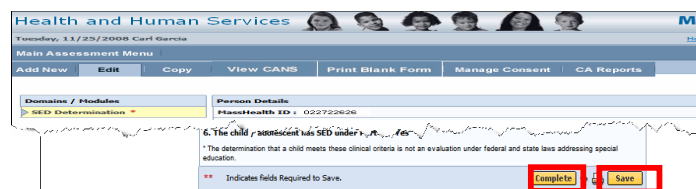


(* Indicates required field)

2. From the Main Assessment Menu, click the **[Edit]** tab.
3. Enter the **[Mass Health ID*]**; click the **[OK]** button.
(If not the correct MH-client, click the **[Cancel]** button to enter another member.)
4. Confirm client information; click the **[Edit]**  button.



5. Review and update, if necessary, the Person Details, Child CANS Information, SED Part I and SED Part II based on hardcopy tool.
6. Click the **[Save]** button.
7. Click the **[Complete]** button.



Important: The **[Complete]** button places the record in a 'Documented on Paper' status that indicates that the record is locked from editing and the SED Determination details are available under the **[View CANS]** tab.



Viewing CANS

Various roles within CBHI have access to the View CANS tab on the Main Assessment Menu.

1. From the Main Assessment Menu, click the **[View CANS]** tab.
2. Click **[View Client]** tab.

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Main Assessment Menu

Add New Edit Copy **View CANS** Print Blank Form Manage Consent CA Reports

View Client View Certified Assessor

3. Enter the **[Mass Health ID*]**; click the **[OK]** button.
(If not the correct MH-client, click the **[Cancel]** button to enter another member.)
4. Confirm client information; click the **[OK]** button.

A list of the record(s) for the client will display (based upon your role and organization). You may sort the list by the column headings shown in bold and underlined. Multiple pages may appear with arrows at the bottom of the screen for navigation between pages. You also have the option to add a new record, if necessary.

5. To view additional details on this client, click the **[View]** button.

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Main Assessment Menu

Add New Edit Copy View CANS Print Blank Form Manage Consent CA Reports

CBHI EDIT CLIENT

<u>Client Name</u>	<u>Age</u>	<u>Assessment Reason</u>	<u>Assessment Date</u>	<u>Status</u>	<u>Complete Date</u>	<u>Certified Assessor</u>	<u>Organization</u>	<u>Edit</u>
TESTA CHRISTOPHER	3 Yr 11 Mo	Initial	11/22/2008	IN PROGRESS		Carl Garcia-Rios	EOHHS	

1 Edit Client found, displaying 1 Edit Client, from 1 to 1. Page 1 / 1

Add New Cancel

The record will appear with a left pane menu and scroll bar on the right to view the record.

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Main Assessment Menu

View CANS Print Blank Form Export CA Reports Organization Report

View Client View Organization

Domains / Modules
SED Determination
Summary/Review

Cans Assessment Document

Person Details

MassHealth ID : 923722626

Name TESTA CHRISTOPHER Date of Birth 12/07/2004 Age 3 Yr 11 Mo Gender

Race AMERICAN INDIAN OR ALASKA NATIVE

Ethnicity AMERICAN

Primary Language ENGLISH

Language at Home ENGLISH

Current Living Situation Home Other

Client's MassHealth Plan Enrollment NETWORK HEALTH

Notes:

The SED Details may be displayed with some gray text if the question is No or wasn't available based upon the answers selected.

Do not use the Printer icon; this will only print the first part of the record that displays on the screen.




Printing a Record (Print-to-Screen)

The record may be printed via the Print-to-Screen (PDF) function.

1. Click on the PDF icon to have the record displayed in a new screen.

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Tuesday, 11/25/2008 Carl Garcia
Main Assessment Menu
Add New Edit Copy View CANS Print Blank Form Manage Consent CA Reports
View Client View Certified Assessor
Domains / Modules
SED Determination
Summary/Review
CANS Assessment Document
Person Details
MassHealth ID : 022722626
Name TESTA CHRISTOPHER Date of Birth 12/07/2004 Age 3 Yr 11 Mo Gender F
Race AMERICAN INDIAN OR ALASKA NATIVE
Ethnicity AMERICAN
Primary Language ENGLISH
Language at Home ENGLISH
Current Living Situation Home Other
Client's MassHealth Plan Enrollment NETWORK HEALTH

Note: If you do not have Adobe Acrobat currently installed you can download it for free at <http://www.adobe.com>.

You may review, print or save the record in Adobe Acrobat. When completed, close the browser window () and return to the CBHI application.

Massachusetts CANS Assessment
Person Details
MassHealth ID : 022722626
Name TESTA CHRISTOPHER Date Of Birth 12/07/2004
Age 3 Yr 11 Mo Gender F
Race AMERICAN INDIAN OR ALASKA NATIVE Ethnicity AMERICAN
Primary Language ENGLISH
Current Living Situation Home Other
Client's MassHealth Plan Enrollment NETWORK HEALTH
Child CANS Information
Certified Assessor Carl Garcia-Rios Certified Assessor Employer EOHHS
Assessor Phone Number 617-555-1212
Date Of Assessment 11/22/2008
Is this MH client enrolled in ICC? No
Place Of Assessment Home or Foster Home Other
Level Of Care Outpatient Treatment
SED Determination
Identifying Children / Adolescents with Serious Emotional Disturbances
Serious Emotional Disturbance (SED) is a term that encompasses one or more mental illnesses or conditions. Whether a child has a SED can be determined by applying either the Part I or Part II below, or both. Identifying a child as having SED is in the determination of medical necessity for Intensive Care Coordination. In addition, MassHealth will be tracking SED determinations to guide service system improvements for children and families. Accurate identification of children with SED will assist MassHealth improve services for this population in the future.
A child may have a SED under either the Part I or Part II or both*. All criteria in Part I and Part II must be completed and ruled in or out.
Part I:
Please answer the following questions according to your current knowledge of the child or adolescent:
other health impairment, or multiple disabilities not including a serious emotional disturbance?
No
(d) A general pervasive mood of unhappiness or depression.
Yes
If yes to (d), is this solely the result of autism, mental retardation, specific learning disability, hearing impairment, visual impairment, deaf-blindness, speech or language impairment, orthopedic impairment, traumatic brain injury, other health impairment, or multiple disabilities not including a serious emotional disturbance?
Yes
(e) A tendency to develop physical symptoms or fears associated with personal or school problems.
Yes
If yes to (e), is this solely the result of autism, mental retardation, specific learning disability, hearing impairment, visual impairment, deaf-blindness, speech or language impairment, orthopedic impairment, traumatic brain injury, other health impairment, or multiple disabilities not including a serious emotional disturbance?
Yes
5. The child / adolescent has SED under Part I - Yes
6. The child / adolescent has SED under Part II - Yes
* The determination that a child meets these clinical criteria is not an evaluation under federal and state laws addressing special education.
Summary/Review
DOCUMENTED ON PAPER Date : 11/22/2008
DEO(s) for this record
Carl CBHITESTDEO
Certified Assessor : Carl Garcia-Rios
* This document contains Protected Health Information (PHI) and is provisioned by electronically stored information (ESI).
Printed on 11/25/2008 Page 2 of 2 Massachusetts CANS Assessment

Note: In the previous display the SED details may appear grayed, in the Print-to-Screen the grayed out questions will not be displayed.

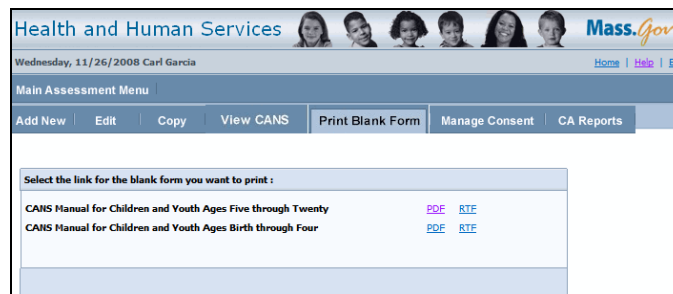


Print Blank Form

1. From the Main Assessment Menu, click the **[Print Blank Form]** tab.



2. Click the option of your choice to print the blank form for the CANS tool documents:
 - PDF (Portable Document Format – Adobe Acrobat)
 - RTF (Rich Text Format)



Auditing

Note: All actions performed in the Massachusetts CANS are logged including action performed, user id, date and time. This enables administrators to have an audit trail of activities.

Performance Tip

If application performance appears to be slow, use browser options to clear cookies, history and/or cache. Please see individual browser instructions for specific steps.

Questions or need assistance?
Call Virtual Gateway Customer Service
1-800-421-0938
(617-988-3301 - TTY for the deaf and hard of hearing)
8:30 am to 5:00 pm Monday through Friday